



THE CITY OF SAN DIEGO

**City of San Diego
Vacant & Boarded Structures**

STATEMENT OF INTENT

Owners of vacant and boarded structures are required to file a written Statement of Intent with the City which proposes a rehabilitation plan and timeline to bring structures back into productive use. Your failure to submit a Statement of Intent for approval will result in the assessment of a quarterly \$250.00 civil penalty fee per structure (San Diego Municipal Code Section 54.0315).

*Mail or fax the completed statement of Intent form to: Vacant Properties Coordinator,
1200 Third Avenue, M. S. 51N, San Diego, CA 92101-4106. Fax number (619) 236-5920.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number: _____ Date Boarded: _____

OWNERSHIP INFORMATION

Property Owner

Name: _____

Address: _____

Telephone: () _____ Day () _____ Evening

Responsible Party (check one) ☐ Owner, listed above ☐ Other, see below
(The Responsible Party is the person in charge or control of the structure who is not the owner (i.e. property manager, conservator, trustee, etc.)

Name: _____

Address: _____

Telephone: () _____ Day () _____ Evening

Lien Information

Lien Holder(s): _____

Loan Number: _____

PLAN & TIMELINE FOR STRUCTURE

(Please use the space below to describe the specific actions to be taken, completion date/timeline and regular maintenance plan during the period of vacancy. Add additional sheets as necessary.)

REHABILITATION PLAN

Building Permit #: _____ Completion Date/Timeline: _____

DEMOLITION PLAN

Building Permit #: _____ Completion Date/Timeline: _____

PLAN TO ACTIVELY SELL OR LEASE THE STRUCTURE

Listing Date: _____ Asking Price: _____

Agent Phone: _____ Asking Price: _____

Appraised Value: _____ (if appraised value is not available, please give purchase price and time of purchase) _____

Please check the appropriate box(es):

- ☐ I give the City permission to provide interested parties with the listing information.
☐ Property is in escrow and is anticipated to close on: _____

OTHER

I hereby represent and warrant that the information provided in the Statement of Intent is true, complete and accurate to the best of my knowledge. Should any of the information contained in this Statement of Intent change, I will notify the City of San Diego within 15 days of the change. I also understand that it is my responsibility to regularly monitor the property while it is vacant and boarded to keep it clean, secure and free from graffiti, trash, weeds and debris.

Signature of Property Owner/Responsible Party

Date

Print Name of Property Owner/Responsible Party

This information is available in alternative formats upon request.

Statement of Intent, Vacant and Boarded Structures